

(Rev. 04/09)
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 S. Dearborn St. , Room 2050, Chicago, IL 60604

INSTRUCTIONS FOR ADMISSION TO THE GENERAL BAR

1. All petitioners for admission to the general bar of the Court must be members in good standing of the bar of the highest court of any state of the United States or of the District of Columbia. [\(Rule 83. 10\(a\)\)](#)
2. All petitions for admission to the general bar are to be filed on-line at www.ilnd.uscourts.gov on the [form approved by the Executive Committee](#). [\(Rule 83. 10 \(b\)\)](#)
3. All petitions for admission to the general bar must be accompanied by a current (less than 30 days old) letter - or certificate - of good standing from the highest court, or an agency thereof, of any state of the United States or of the District of Columbia certifying that the petitioner is a member in good standing of the bar of that court. [\(Rule 83.10\(c\)\)](#) For Illinois attorneys, this letter may be obtained from the Attorney Registration and Disciplinary Commission of the Supreme Court of Illinois, located at One Prudential Plaza, Suites 1100 and 1500, 130 E. Randolph Dr. , Chicago, IL 60601, telephone (312) 565-2600 or (800)826-8625. **THE LETTER MUST BE INCLUDED WITH THE PETITION. IT WILL BE RETURNED IF IT ARRIVES SEPARATELY.** (Waiver forms required by the Illinois Attorney Registration and Disciplinary Commission in connection with issuance of letters of good standing are available on the District Court's website (www.ilnd.uscourts.gov) and must be sent by petitioner to the Illinois ARDC.) For attorneys admitted in other states or the District of Columbia, the Clerk of the court to which petitioner is admitted should be contacted to obtain such letters.
4. The petition for admission shall include the affidavits of two attorneys who are **currently and for at least two years** have been members in good standing of the bar of the highest court of any state of the United States or of the District of Columbia and who have known the applicant for at least one year. The forms for these affidavits are included as part of the petition form approved by the Executive Committee. [\(Rule 83. 10\(c\)\)](#)
5. Once completed, the petition and accompanying documents shall be scanned to a **single** PDF file and uploaded on the Admission to the General Bar registration page located on the Court's web site at www.ilnd.uscourts.gov . Upon receipt of the petition, the deputy clerk will screen the petition. Where the requirements for admission are met, the petitioner will be notified via email, a certificate of admission issued, the petitioner's name added to the roll of attorneys and an electronic e-filing account will be issued. Where the requirements are not met, the petitioner will be contacted with appropriate instructions. [\(Rule 83. 10\(d\)\)](#)
6. For all electronic petitioners, the petitioner's signature by the **Oath of Office** on the back of the

petition must be notarized. If the signature is not notarized, the petitioner will be advised. If a petitioner wishes to be sworn in by a judge, they can then make their own arrangements to take a copy of the oath before a judge of this Court. * The petitioner must submit a hard copy of their petition to the judge's clerk at the time they are scheduled to be sworn in.

Western Division Petitioners: In addition to having the **Oath** notarized, the petitioner must also make arrangements to go before a Judge in the Western Division to be sworn in. A copy of the petition shall be presented to the judge's clerk at the time of the swearing in.

7. Upon filing of the petition, the petitioner shall pay an admission fee of \$150.00 online, using a credit card via pay.gov. In the event the petitioner is not admitted, the fee will be refunded.

* Arrangements to be admitted by a judge of the Court may be made by attorneys where a particular judge may wish to administer the oath to an attorney. However, in this instance, an attorney, who is a member of good standing of the bar of this Court, **must** accompany the petitioner who will move petitioner's admission.

Form Links:

[Petition for Admission to the General Bar including Affidavit of Sponsor\(s\)](#)

[Authorization and Waiver form to the Illinois Attorney Registration and Disciplinary Commission](#)

Registration Link:

www.ilnd.uscourts.gov